



January 17, 2001

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 00-03

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, SCREENING, AND PLACEMENT CONTRACTORS

FROM: RICHARD C. TRIGG /s/
 National Director
 Job Corps

SUBJECT: Reasonable Accommodation
 Revision to PRH 1, Chapter 1, Exhibits 1-1 and 1-2

1. Purpose. To revise the outreach and admissions process to include collecting information about reasonable accommodation.

2. Background. Historically, the folders of most applicants with disabilities were forwarded to one of three designated Job Corps disability centers. In May 2000, PRH-1 was revised to ensure that applicants with disabilities who meet eligibility requirements can enroll in any Job Corps center and the use of designated centers was discontinued. In addition, eligibility and center assignment are now determined before health and disability information is collected.

3. Explanation of Change. Reasonable accommodation allows a person with a disability to participate to a degree equivalent to their nondisabled peers under the same or similar circumstances. Reasonable accommodation usually involves providing an appropriate service or product or the modification or adjustment of a job, work, or academic environment policy, program, or

procedure. Job Corps is required by federal disability law to provide reasonable accommodation to applicants and students with disabilities. Once an applicant or student with a disability makes it known that they need accommodation to participate in the admissions process or program, they must be engaged in an interactive process to determine the limitations resulting from the disability and the potential accommodation that would allow them to participate in the program.

4. Filing Instructions.

Remove from Chapter 1

Replace with Attached

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1-i and 1-ii 4/1/00

1-i and 1-ii 12/1/00

1-5 through 1-18 4/1/00
(incl. Exhibits 1-1, 1-2)

1-5 through 1-19 12/1/00
(incl. Exhibits 1-1, 1-2-
no changes were made to
the exhibits)

5. Effective Date. December 1, 2000.

6. Action Required. All addressees must ensure that this Change Notice is distributed to appropriate staff.

7. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116. Agencies should direct inquiries to DA/FS James Everage at (303) 275-5460, DI/NPS William Jones at (202) 565-1085, DI/WRB Robert Sims at (303) 445-2633, or DI/FWS James Banks at (202) 208-4634.

Attachment

POLICY AND REQUIREMENTS HANDBOOK

CHAPTER 1

OUTREACH AND ADMISSIONS



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OBJECTIVES

To ensure that the Job Corps program maintains a positive public image, a ready supply of eligible and committed applicants, and full utilization of Job Corps training opportunities.

1.1 OUTREACH

PURPOSE

- P1. To educate the public about the Job Corps program.
- P2. To foster and maintain a positive public image for the program.
- P3. To work in partnership with individuals, communities, organizations, One-Stop centers, and State and local workforce investment systems to provide training opportunities for at-risk youth.
- P4. To attract youth who may be eligible for the program.

REQUIREMENTS

R1. Outreach Plan

Outreach and admissions (OA) contractors shall develop and implement an outreach plan in consultation with centers' business and community liaisons to (1) achieve and maintain overall design capacity, and (2) communicate accurate information about Job Corps to One-Stop centers, organizations, agencies, communities, the general public, and eligible youth. The plan shall be submitted annually to the Regional Office for review and approval, and shall include:

- a. A description of the public education and outreach methods, activities, events, and linkages that will be developed to foster referral of eligible youth.
- b. The marketing techniques that will be employed to attract eligible youth.
- c. An advertising plan.
- d. A system to document and monitor the effectiveness of outreach efforts, including efforts to collaborate with One-Stop systems.
- e. A description of materials to be distributed, including center-specific information and materials readily understandable by individuals with disabilities (e.g., large print, video, audio tape).

R2. Linkages

OA contractors shall work cooperatively with schools, social service agencies, One-Stop centers, youth councils, youth programs, other employment and training programs, National Job Corps alumni members, State vocational rehabilitation agencies and other appropriate organizations to promote referral of applicants who are eligible to participate in the Job Corps program.

R3. Referral Follow up

OA contractors shall develop a system to ensure timely follow up on all referrals.

R4. Direct Referral

OA contractors shall support a direct referral system that provides unions, business/industry organizations, and individual employers a mechanism for expediting enrollment of youth in Job Corps who apply for entry into apprenticeship programs, but who do not meet the minimum apprenticeship requirements. Applicants using the direct referral process shall:

- a. Meet all Job Corps eligibility requirements and additional factors for student enrollment.
- b. Obtain a written referral by the local union, business/industry organization, or employer. Documentation identifying the applicant's direct referral status shall be included in the applicant's folder.
- c. Be scheduled to enter a vocational program upon arrival at the center and completion of the center's orientation program. Participation in the occupational exploration program (OEP) will be waived. Direct referrals do not have priority over students who are on a waiting list for a specific vocational training program.

R5. Center Information

Centers shall:

- a. Provide admissions counselors (ACs) and One-Stop centers with current information about availability of vocational offerings, dorm life, center-specific rules, recreation, and other aspects of center life.

- b. Offer center tours to prospective applicants, parents, school counselors, employers, etc. wherever possible.
- c. Coordinate efforts of the business and community liaisons with OA contractors in the development and implementation of outreach plans.

R6. Recruitment Materials

Centers shall provide ACs, One-Stop centers, youth councils, schools, social service agencies, youth programs, other employment and training programs, State vocational rehabilitation agencies, and National Job Corps Alumni chapters with supplementary recruitment materials designed to reach a diverse audience and assign staff and students to participate in outreach activities as needed.

QUALITY INDICATORS

- Q1. Job Corps is viewed as a positive alternative for youth by schools and the employment and training community.
- Q2. Outreach leads result in adequate numbers of arrivals to maintain centers at design capacity.
- Q3. One-Stop centers include Job Corps on their menu of available services to youth.
- Q4. Job Corps' linkages with One-Stop centers result in increased referrals to Job Corps.

ELIGIBILITY DETERMINATION AND SCREENING FACTORS

PURPOSE

- P1. To assess, verify, and document applicant eligibility for the Job Corps program.
- P2. To enroll eligible youth who can benefit from the program.

REQUIREMENTS

R1. Information to Applicants

Admissions counselors shall provide applicants with accurate information about Job Corps including:

- a. The process for eligibility determination, selection, and assignment of eligible applicants for enrollment.
- b. Program requirements, requirements for graduation, and program expectations, including information on Job Corps' drug testing policy.
- c. Academic programs, vocational offerings, social skills and employability skills training, and school-to-work activities, including school-based and work-based learning.
- d. Student rules of conduct.
- e. Center life, including community service activities.
- f. Allotment information to applicants with dependent child(ren), spouse, or other eligible relatives.
- g. Current labor market information.
- h. Privacy rights and EEO information (refer to PRH-4, Appendices 401 and 402) and reasonable accommodation information.
- i. Post-center placement services.

R2. Eligibility

ACs shall obtain, through a face-to-face interview with each applicant, pertinent data to make a determination of eligibility. Once this determination has been made, the AC shall notify the applicant that he or she has met the basic eligibility criteria and shall obtain information needed for the additional factors for student selection and enrollment relating to background, needs, and interests. ACs shall use the procedures described in Exhibit 1-1, following this section, to assess and verify applicant eligibility and the additional factors for student selection and enrollment.

To enroll in Job Corps, applicants must meet all of the following eligibility criteria:

- a. Be at least 16 but not yet 25 years old at the date of departure for a center (i.e., time of enrollment). For otherwise eligible individuals with disabilities, there is no upper age limit (minimum age is still 16).
- b. Have a signed consent form for automatic Selective Service registration (for male applicants).
- c. Be a United States citizen, a United States National, a lawfully admitted permanent resident alien, refugee, asylee or parolee, or other alien who has been authorized by the Attorney General to work in the United States.
- d. Be a low-income individual. Definitions of family and family income are detailed in Appendix 1.
- e. Be an individual who is one or more of the following:
 1. A school dropout
 2. An individual who requires additional education, vocational training, or intensive career counseling and related assistance in order to participate successfully in regular schoolwork or to secure and hold employment
 3. Basic skills deficient
 4. Homeless, runaway, or a foster child
 5. A parent

ACs shall explain to the applicant the reasons why they may want to self-disclose that they are an individual with a disability: (1) to determine if the upper age limit can be waived, or (2) to determine if the applicant may be considered a family of one. The applicant must be told that this information is confidential and will not be used to determine eligibility. The applicant is to respond yes or no **ONLY**, that is, 'Is he or she an individual with a disability?' If the applicant response is yes, **NO** further information can be collected on his or her disability at this time.

R3. Eligibility Notification

Admissions counselors shall:

- a. Notify all applicants of the results of the eligibility determination and collect information on the additional factors for selection and enrollment only for applicants who have met the eligibility requirements listed in R2.
- b. Advise the eligible applicant that:
 1. Additional information must be obtained to make a determination as to whether the applicant qualifies for enrollment based on the additional factors for selection and enrollment relating to background, needs, and interests.
 2. Following a determination that the applicant qualifies for enrollment, he or she will be assigned to a center and medical information will be collected and included in the applicant's file for transmittal to the Job Corps center.
- c. Ensure that there is ongoing, periodic contact with applicants waiting for a determination that they are qualified for enrollment or for assignment to a center.

R4. Additional Factors for Student Selection and Enrollment of Eligible Applicants

Admissions counselors shall:

- a. Obtain a signed consent for enrollment of minors from a parent or guardian or provide documentation that no guardian exists.
- b. Determine that suitable arrangements have been made for the care of any dependent children for the proposed period of enrollment.

- c. Conduct a background check to confirm that the applicant is not on probation, parole, or under a suspended sentence, or under the supervision of any agency as a result of court action or institutionalization, unless the court or appropriate agency certifies in writing that it will approve of the applicant's release from its face-to-face supervision and that the applicant's release does not violate applicable laws and regulations.
- d. Determine further, using the Admissions Counselor Assessment Tool (ACAT), Appendix 102, whether the following factors are met by an otherwise eligible applicant:
 - 1. The applicant's educational and training needs can best be met through the Job Corps program.
 - 2. There is a reasonable expectation that the applicant can participate successfully in group situations and activities, and is not likely to engage in behavior that would prevent other students from receiving the benefit of the Job Corps program or be incompatible with the maintenance of sound discipline and good relationships between the Job Corps center to which the individual might be assigned and its surrounding community.
 - 3. The applicant fully understands a center's rules and the consequences of failing to observe the rules.

R5 . Recommendation for Enrollment and Assignment

- a. Admissions counselors shall:
 - 1. Make a determination of eligibility based on an assessment of the factors in R2.
 - 2. Make a recommendation for enrollment of eligible applicants after considering the additional factors a-d under R4. The determination shall be based on whether the applicant can reasonably be expected to successfully participate in group situations and activities.
 - 3. Assign the applicant to the appropriate center in accordance with the assignment procedures in 1.3 R1.

4. Collect information relating to the applicant's health needs, pursuant to ETA 6-53. This information must be collected on all applicants.

Information relating to health may be collected only after an applicant has been determined to be eligible, required information has been obtained for factors a-d in R4, and the applicant has been assigned to a center. ACs shall not conduct any assessment of health information nor use health information in making decisions on recommendations for enrollment.

5. For applicants with disabilities, collect information relating to the applicant's reasonable accommodation needs. Information relating to disability may be collected only after an applicant has been determined to be eligible, required information has been obtained for factors a through d in R4, and the applicant has been assigned to a center (see note below). ACs shall not conduct any assessment of the reasonable accommodation information nor use this information in making decisions on recommendations for enrollment.

Note: An applicant with a disability can request accommodation at any time during the admissions process. If the applicant is requesting reasonable accommodation to participate in the admissions process, the AC will need to address the applicant's accommodation needs before the admissions process can begin or continue.

6. Send the information in paragraphs 1 to 5 above to the center of assignment.
- b. The center of assignment will review each applicant's file and determine whether to accept or reject the recommendation of the admissions counselor. Guidelines for making such determinations are detailed in Appendix 103. If the center rejects the application, the applicant's folder must be forwarded to the Regional Office for further review and final determination.

R6. Regional Application Review

Regional Offices shall establish review procedures and consult, as necessary, with individuals and organizations (including court, probation, parole, law enforcement, education, welfare, medical and mental health advisers) to review applications for readmission.

R7. Denials

Admissions counselors shall:

- a. Provide applicants denied admission with:
 1. A documented, clear explanation of the reason for such determination.
 2. A referral to an appropriate One-Stop center or other training/educational resource in their home community.
 3. The name and address of the Regional Director or designee for filing a written appeal of the denial.
- b. Inform the applicant that they have the right to file a complaint and the name and address of the Civil Rights Center.
- c. Maintain clear documentation on file that the denied applicant was informed, counseled, and referred to other resources when appropriate.

R8. Documentation

Admissions Counselors shall:

- a. Enter all information involving applicant eligibility criteria and additional enrollment factors in the Outreach and Admissions Student Input System (OASIS) in accordance with the procedures specified in the OASIS Users Guide and Regional Office procedures.
- b. Use the procedures described in Exhibit 1-1 to verify, assess, and document information relating to applicant eligibility criteria and additional enrollment factors.
- c. Use the procedures described in Exhibit 1-2 to provide documentation to centers for their use in assessing applicants' health needs.

R9. Sampling Methodology

The system for determining eligibility uses a sampling methodology that allows applicants to self-certify that they are eligible with regard to age and low income, except for sample applicants, who must provide documentation for age and income. For the remaining criteria, documentation is required of all applicants.

Exhibit 1-1 identifies when documentation is required for each of the criteria for both sample and non-sample applicants. This exhibit also identifies how to select sample/non-sample applicants based on social security number. For this reason it is a requirement that an applicant have a valid social security card at the time of application.

R10. OA Contractor Application Data Report

The OA contractor shall prepare a monthly Outreach and Admissions Application Data report for submission to the Regional Office (see PRH-8, Exhibit 8-2). This report shall identify eligible and ineligible applicants processed during the reporting period. The outcome categories must be reported for both sample and non-sample applicants within 10 working days after the end of each month.

R11. Regional Office Application Data Report

Regional Offices shall prepare an Application Data Report that summarizes the OA contractor applicant data report described in R9 above. This report shall be submitted as follows:

<u>Period</u>	<u>Report Due By</u>
July - October	November 20
November - February	March 20
March - June	July 20

EXPECTED OUTCOMES

- O1. OA contractors meet the 30 and 60 day commitment goals as established by the National Director, Job Corps.
- O2. Students admitted to Job Corps are eligible to participate in the program.

QUALITY INDICATORS

- Q1. Students report that admissions counselors prepared them for what to expect at Job Corps.

ASSIGNMENT AND DEPARTURE

PURPOSE

- P1. To provide a regular flow of applicants for assignment to centers and to ensure that students are efficiently and safely departed.
- P2. To establish a firm connection between training provided and post-center employment opportunities, by assigning students to centers closest to their homes.

REQUIREMENTS

R1. Assignment Procedures

OA contractors shall:

- a. Develop systems to assign eligible applicants to available training slots in accordance with contract goals, center needs, and applicant interest.
- b. Assign students to centers closest to their homes, except under the following conditions:
 - 1. The student chooses a vocational training program or requires an English literacy program that is not available at such center.
 - 2. The student would be unduly delayed in participating in the Job Corps program because the closest center is operating at full capacity.
 - 3. The parent or guardian of a student requests assignment of the student to another Job Corps center due to circumstances in the student's home community that would impair prospects for successful participation in the Job Corps program.
- c. Students younger than 18 cannot be assigned to a center other than the one closest to home unless the parent or guardian objects to the assignment.
- d. Record all applications in OASIS and forward to the center or Regional Office within the time period required.

R2. Departure Activity

Admission counselors shall:

- a. Provide the applicant with specific, current information about the center of assignment including location, rules, vocational waiting lists, and program expectations.
- b. Inform each applicant of assignment date and process for departure.
- c. Verify that the applicant's eligibility status is unchanged since completion of original application.
- d. If applicable, inform probation or parole officer of center assignment, including the scheduled departure date.
- e. Provide the applicant with a travel packet, to include itinerary, tickets, meal money, emergency phone numbers, and written guidance on acceptable behavior and expectations while on travel to the center.
- f. Escort the applicant to scheduled departure site or arrange for another responsible escort and see that the student departs as scheduled.
- g. Request that the applicant bring copies of the following documents (for center use) to the center:
 1. Social Security Card or application with valid number
 2. Birth certificate
 3. Drivers license, if applicable
 4. INS alien registration, if applicable
 5. Public assistance documentation, or TANF, food stamps, if applicable
 6. High school diploma or GED certificate, if applicable
 7. School records and Individual Education Plan (IEP), if applicable
 8. Medical insurance card, if applicable
 9. Immunization records

R3. No Shows

In the event that the applicant fails to depart for the center, he or she shall be determined to be a no show, and the AC or OA contractor shall:

- a. Contact the youth promptly to determine the reason that the assignment was not accepted.
- b. Notify the center if it is determined that the youth will not depart within two assignment cycles and return the unused transportation ticket in accordance with Regional Office policy.
- c. Maintain a tracking system to control, recover, and return unused tickets for credit.

R4. Delays**a. Travel delay**

In the event that a youth cannot travel on the day assigned, the AC/OA contractor shall request a travel delay (not to exceed 2 weeks) prior to or on the day of assignment. The AC shall:

1. Determine whether the reason for the delay is valid.
2. Notify the center and/or Regional Office to obtain instructions and future date of travel. Under no circumstances shall an AC send a youth to the center on a day other than the departure date entered on the itinerary without obtaining center and/or Regional Office approval.

b. Delayed assignment

Under the following circumstances, the AC may apply for a delayed assignment for accepted applicants who fail to depart as originally scheduled and who did not request a travel delay:

1. There is a valid reason for the request.

2. The request for a delayed assignment is submitted within 90 days of the date the assignment notification was sent to the OA contractor. If the youth applies after 90 days, all eligibility documentation must be reverified.
3. The youth continues to meet all the Job Corps eligibility criteria at the time of subsequent departure.

R5. Regional Assignment Procedures

Regional Offices shall:

- a. Establish procedures for assignment of eligible applicants to centers, including waivers for students assigned to centers other than closest to home.
- b. Establish policies and procedures for travel using OASIS.
- c. Ensure that ownership of OASIS files is transferred to the center of assignment and that hard copy documents are available to the center at least 5 working days prior to each applicant's scheduled departure.

R6. Arrival Scheduling

Centers shall:

- a. Accurately project arrival needs and issue arrival orders in accordance with Regional Office policy.
- b. Ensure that the application folder is complete and contains all required documentation upon arrival to center. The center shall contact the AC to obtain missing or incomplete documentation.
- c. Schedule timely assignment, for first available opening on center, of youth referred by ACs to ensure maintaining center at capacity.
- d. Contact assigned applicants to answer questions and welcome applicants prior to departure.
- e. Provide timely travel authorization and arrival information to ACs and other appropriate parties as required.

EXPECTED OUTCOMES

O1. Centers are maintained at overall design capacity.

QUALITY INDICATORS

Q1. Students arrive at centers well informed and with realistic expectations about the program.

Q2. Assigned students successfully arrive at the center of assignment.

READMISSION

PURPOSE

- P1. To establish criteria to verify an individual's eligibility and to assess his or her appropriateness for re-entry to Job Corps.

REQUIREMENTS

R1. Readmission Criteria

Admissions counselors shall assess, determine, and verify that applicants for readmission:

- a. Meet all admissions criteria from Section 1.2, Eligibility and Additional Factors for Student Enrollment.
- b. Have not been readmitted before, unless the most recent separation was the result of a medical separation and the student is able to meet the essential requirements of the program with or without reasonable accommodation.
- c. Have no more than 18 months of previous, paid Job Corps training and can be expected to complete training within a period of time which, when added to the initial stay, shall total no more than 24 months.
- d. Have been out of Job Corps a minimum of one year, unless waived by the Regional Office.
- e. Have not previously received mandatory separations for Level 1 disciplinary reasons (refer to PRH-3, Exhibit 3-1) except for applicants previously separated for Level 1 drug use (i.e., positive drug test prior to the 45th day after entry, on a suspicion intervention drug test, or on second suspicion test). Such applicants are eligible to reapply in one year. If such applicants test positive for drug use upon readmission, they shall be separated immediately and not allowed to reapply to Job Corps.

R2. Application Procedures

Admissions counselors shall:

- a. Complete all required application forms.
- b. Verify the applicant's entry and separation dates, previous center of assignment, reason for separation, and center recommendation.
- c. Provide justification that clearly demonstrates a motivational change as well as behavioral improvement since leaving Job Corps when recommending an applicant for readmission despite an unfavorable center recommendation or a disciplinary discharge.

R3. Readmission Denials

ACs shall refer those applicants whom the AC determines are not eligible for Job Corps to an appropriate resource in the local area that is able to meet their needs.

QUALITY INDICATORS

Q1. Students selected for readmission are successful in the program.
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